

TA's Expectation Document

Several of you have TA'd the course before or taken it with me, so much of this will be familiar, but there are some modifications too. Overall, your job is to help the students taking the course to learn the material and to help me administer the course.

Office Hours:

Hold two hours per week. You may pick your own times, and I will put them on the course calendar (<LINK REDACTED>), but please aim for the following:

- Homeworks are due on Tues/Thurs, so Mon/Weds OH will be most valuable.
- Generally the TA room in Mudd is the best place to have them, but if you prefer some other location (such as the renovated Carleton Commons) that is fine. Just make sure the general student body can access your chosen location at the chosen time.
- Try to distribute yourselves. A little doubling up is fine, particularly at "hot" times, but in general, it's better if we have a range of hours to accommodate the range of student schedules.
- Your 2h can be in one block or 2 1h blocks. Your choice.
- If you need to change your OH sometime during the semester, no problem. Just let me know and I'll update the calendar to reflect it.

Piazza:

As in the past, we'll be using Piazza for student Q&A. This helps enormously with repeat questions, students helping students, etc. You should all chip in answering questions on this channel as well, and may want to set your Piazza notifications/email filters to whatever helps you achieve this. I've added you all as "instructors" using your university emails, but let me know if you prefer a different address.

Homeworks:

As in the past there are six homework assignments. Please sign up to help grade two assignments to start.

Tests:

The class has two in-class tests, one on each half of the semester. I'll ask you all to take early copies of the test for the same reasons as the homework (bugs and ambiguities) and to ferret out time sinks, etc. Everyone will also help proctor and grade the tests. We'll schedule a grading session or sessions when we can do this as a group.

Review Sessions:

If the calendar allows, it can be helpful to offer a review session prior to the test. I've found having someone other than me works best, so you all can divvy up those duties in advance of the two exams. I will solicit topics in advance and can help you come up with problems to work through during the session.

Ethics and Boundaries:

It goes without saying that we're trusting you to exercise good judgement in this role. You'll be handling pre-release copies of assignments and tests, as well as other students grades. Do not share or misuse them in any way. In addition, a romantic relationship with any student in the course is problematic. Please let me know if this becomes an issue so that we can manage any conflicts of interest appropriately. I will also protect you. If you have concerns or problems with any student, I need to know. This could be anything, from repeatedly emailing you individually, veiled or unveiled suicidal references, any aggressive or inappropriate behavior. If you are at all uncomfortable, that is where it becomes my job. Or more commonly, if a student is arguing a grade and not taking your rational "no" for an answer, you can and should send them my way.

This document has a more comprehensive discussion of these issues: <link to university TA handbook>
